

DT: July 7, 2021

TO: Cape Elizabeth Town Council

FR: Rachel Davs, Library Director

RE: Requested amendments to the Safe Child and Vulnerable Adults Policy

CC: Matthew Sturgis, Debra Lane, Jason O'Brien (TML Committee Chair)

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Attached is the proposed policy with the changes discussed at last night's meeting included in strikeouts and new text in red. The changes are:

- Children 10 and under must be accompanied in the library by a caregiver 16 or older at all times.
- Children ages 11-12 can be in the library unattended for short periods of time (recommended benchmark of 60 minutes.)

I also added some language designed to emphasize the fact that the library is a public municipal facility and not an extension of the school department, and the resulting parameters under which library staff operate, as well as the proper use of the library and its resources.

As discussed at last night's workshop, it would be ideal to use the following methods of communication to alert parents to the new policy once it is adopted:

1. An email to the parents of all children in the school system from the School Superintendent with a summary outlining key points and other childcare options available in town (as well as other options being explored,) as well as the policy itself.
2. A Powerschool check-off requirement for parents to read the summary and policy.
3. Messaging through the PCPA and MCPA about the new policy.
4. The library's usual methods of disseminating information (flyers, signs, website, social media, and the Cape Courier.)

Thank you so much for your time and thoughtfulness in helping the library to address these longstanding issues and craft a policy that works for the benefit of all library users!